

Out of Stock Sales Item Credit Request

Go to the TAP website at <https://revenue.mt.gov> TAP Login

You must be registered before trying to Login.

Type **"Username"**, **"Password"** and **"Authorization Code"**.

Click **"Login"**.

Taxpayer Access Point Montana Department of Revenue

Welcome to Taxpayer Access Point (TAP)

Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

Business

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

Unclaimed Property
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

Liquor

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Login Features

LOGIN [Forgot my Password](#)

Username

Required Password

Authorization Code:

Login

SIGN UP FOR ACCOUNT ACCESS

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

Sign up Now!

Click "Account ID"

The screenshot shows the Montana Liquor Store 999 website. On the left is a navigation menu with links: Home, Back, Help, TAS (with a Toggle Log button), View My Profile, and Add Access to Another Account. The main content area displays account details for MONTANA LIQUOR STORE 999, including Montana Tax Number 6798016, Balance \$0.00, DBA Name, Legal Name, Location Address (1 MAIN ST HELENA MT 59601), and Mailing Address. Below this are tabs for ACCOUNTS¹, REQUESTS², WEB MESSAGING³, and LETTERS⁴. The 'MY ACCOUNTS¹' tab is selected, showing a table of accounts. A red arrow points to the 'Account ID' column, which contains the value 6798016-002-LIQ.

Account ID	Account Type	Name	Frequency	Address	Balance
6798016-002-LIQ	Agy Lq Str	MONTANA LIQUOR #999	Weekly-Fri	1 MAIN ST HELENA MT 59601	0.00

After Logging in and selecting your account, Click "Submit Credit for OOS".

The screenshot shows the Montana Taxpayer Access Point website. The header includes the title 'Taxpayer Access Point', the Montana State Seal, and the word 'Montana'. On the left is a navigation menu with links: Home, Back, Help, TAS (with a Toggle Log button), View Back Orders, Submit RLD, Submit Credit for DEF, Submit Credit for OOS, and Make a Payment. The main content area displays the Account ID: 6798016-002-LIQ and a section titled 'Processed and Pending Customer Orders'. A table lists various orders with their details. A red arrow points to the 'Submit Credit for OOS' button in the left navigation menu.

Invoice #	Order Detail	Filing Period	Closed	Status
		19-Feb-2014	31-Jan-9999	NEW
213666	Change Order	12-Feb-2014		Confirmed
213582	Order Details	05-Feb-2014	05-Feb-2014	Shipped
213576	Order Details	29-Jan-2014	30-Jan-2014	Shipped
213501	Order Details	29-Jan-2014	30-Jan-2014	Shipped
213394	Order Details	15-Jan-2014	15-Jan-2014	Shipped
213395	Order Details	15-Jan-2014	15-Jan-2014	Shipped
213265	Order Details	15-Jan-2014	15-Jan-2014	Shipped
213257	Order Details	08-Jan-2014	08-Jan-2014	Shipped
213163	Order Details	08-Jan-2014	08-Jan-2014	Shipped

The Credit Request will appear like this and you can adjust the boxes by hovering over the borders and pulling right to expand or left to shrink.

The screenshot shows the 'Liquor Credit Form for Out of Stock Sale Items' from the Montana Department of Revenue. The interface includes a left sidebar with navigation links (Menu, Home, Back, Help, TAS, Toggle Log) and a top navigation bar with 'Submit', 'Save and finish later', and 'Cancel' buttons. The form title is 'Liquor Credit Form for Out of Stock Sale Items'. Below the title, there are input fields for 'Store Number' (999), 'City' (HELENA), and 'Date' (22-Mar-2016). An 'Agent Signature' field is also present with a 'Required' label. A table with 10 columns (Initial Date Ord, Invoice Number, Invoice Number, NABCA Number, Qty Ordered, Qty Received, Case/Bottle, Regular Price, Sale Price) is shown at the bottom.

After completing the form, Click “**Submit**” or “**Save and Finish Later**”.

This screenshot shows the same form as the previous one, but with a red arrow pointing to the 'Submit' button in the top navigation bar. The form is filled out with 'Store Number' 999, 'City' HELENA, 'Date' 04-Feb-2016, and 'Agent Signature' JANE DOE. The table below shows one row of data: Initial Date Ord: 21-Jan-2016, Invoice Number: 111111, Invoice Number: 222222, NABCA Number: 100-00000-75, Qty Ordered: 1, Qty Received: 1, Case/Bottle: CASES, Regular Price: 21.00, Sale Price: 19.00. A second red arrow points to the 'Submit' button in the bottom navigation bar.

If you Click “Submit” you will receive a “Confirmation”. If you Click “View and Print” it will take you to the “Confirmation” page.



Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 22-Mar-2016
Last Request: 912ms (906ms)

CREDIT FOR OUT OF STOCK

Montana Department of Revenue

Liquor Credit Form for Out of Stock Sale Items

MONTANA OOS-LIQ Rev 01 11

Instructions

Store Number City Date

Agent Signature ☒

1 - 1 of 1 Show Errors

	Initial Date Ord	Invoice Number	Invoice Number	NABCA Number	Qty Ordered	Qty Received	Case/Bottle	Regular Price	Sale Price
	12-Mar-2016	111111	222222	100-005006-75	1	1	CASES	21.00	19.00

Click “Home” to go to the “Accounts ID” page to continue.

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 22-Mar-2016
Last Request: 1570ms (1512ms)

View My Profile
Add Access to Another Account

MONTANA LIQUOR STORE 999

Montana Tax Number 6798016
Balance \$0.00

DBA Name MONTANA LIQUOR #999
Legal Name MONTANA LIQUOR STORE 999
Location Address 1 MAIN ST HELENA MT 59601
Mailing Address

ACCOUNTS¹ REQUESTS⁰ WEB MESSAGING⁰ LETTERS⁰

MY ACCOUNTS¹

MY ACCOUNTS Hide History Filter

Account ID	Account Type	Name	Frequency	Address	Balance
6798016-002-LIQ	Agcy Liq Str	MONTANA LIQUOR #999	Weekly-Fri	1 MAIN ST HELENA MT 59601	0.00

If you select “Ok” it will take you to the “Processed and Pending Customer Orders” page.

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 04-Feb-2014
Last Request: 650ms

View Back Orders
Submit RLD
Submit Credit for DEF
Submit Credit for OOS
Make a Payment

Account ID: Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Product Name	Asset Name	Invoice/Coupon	Order Adjustments	Order Confirmation
213582	Change Order	05-Feb-2014	31-Jan-9999	NEW					
213576	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213521	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213364	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213395	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213255	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213257	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213153	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213152	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213156	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213091	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213083	Order Details	18-Dec-2013	23-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213061	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212985	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212984	Order Details	18-Dec-2013	19-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212881	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212781	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212657	Order Details	04-Dec-2013	04-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212655	Order Details	27-Nov-2013	27-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation
212487	Order Details	20-Nov-2013	20-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation

Click “Home”, Click “Requests” which are in pending status.

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 22-Mar-2016
Last Request: 338ms (261ms)

View My Profile
Add Access to Another Account

MONTANA LIQUOR STORE 999

Montana Tax Number 6798016
Balance \$0.00

DBA Name MONTANA LIQUOR #999
Legal Name MONTANA LIQUOR STORE 999
Location Address 1 MAIN ST HELENA MT 59601
Mailing Address

REQUESTS⁰ WEB MESSAGING⁰ LETTERS⁰

SEARCH

REQUESTS FROM 22-JAN-2016 Change Date Tracking Number Defaults Filter

Submitted	Processed	Account	Id	Period	Title	Status	Tracking #
22-Mar-2016	22-Mar-2016				New Registration for 679801	Completed	1-255-556-608